

# New Coordinator Orientation Agenda

DAY 1: Thursday, February 5, 2004

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|-------------|---|
| 10:00-10:30 | <b>Welcome/Introductions</b>  |
| 10:30-12:00 | <b>What is WIC?</b> <ul style="list-style-type: none"><li>• WIC Basics</li><li>• Research/studies</li><li>• Federal and state funding</li><li>• Staffing roles and ratios</li></ul>   |
| 12:00-1:15  | <b>Lunch</b> (on your own)  |
| 1:15-2:15   | <b>Become a WIC Leader</b> <ul style="list-style-type: none"><li>• The WIC Vision</li><li>• Your leadership role</li><li>• Focusing on Really Good Management</li></ul>   |
| 2:15-3:00   | <b>State and Federal Laws that Impact WIC</b> <ul style="list-style-type: none"><li>• Health Care Assistant/vaccinations</li><li>• Medical Test Site</li><li>• Blood-borne pathogens</li><li>• CPS Referrals</li><li>• Confidentiality/Release of Information</li></ul>   |
| 3:00-3:15   | <b>Break</b>  |
| 3:15-4:30   | <b>“Nutrition is Everybody’s Business”</b> <ul style="list-style-type: none"><li>• Guidelines and requirements<ul style="list-style-type: none"><li>○ Breastfeeding promotion</li><li>○ Nutrition education</li></ul></li><li>• Your Role: How you can make a difference!</li><li>• Tools and resources</li></ul> |



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DAY 2: Friday, February 6, 2004

8:15-8:30

Network/Travel

8:30-10:00

## **Functioning Effectively at the Local Level:**

- Policy and Procedure Manual
- Communication – memos, WIC mail/email/fax, CIMS supplement, web site
- Getting Support: Help Desk, Program Staff support
- Training/QA
- Clinic directories update
- Computer system management and data requests

10:00-10:20

## **Bagels with your LPC**

10:20-12:15

## **Contracts 101: The Basics**

- Consolidated and non-consolidated contracts
- Process
- Understanding forms, lingo, timelines
- Key deliverables and responsibilities
  - Monitoring/audits
  - Expenditure report and time study
  - Nutrition education plan

12:15-1:30

## **Lunch (on your own)**

1:30-3:00

## **Program Integrity: Client, Staff and Retailers**

- Learning about Federal Regulations
- Compliance Challenges
- Preventing Non-compliance

3:00-3:15

## **Break**

3:15-4:15

## **Developing your action plan: Next steps!**

4:15-4:30

## **Evaluations/close**

